

Commonwealth of Virginia Appalachian Regional Commission



2009 | 2009 Area Development **Funding Strategy and Request for Proposals**



**Virginia Department of Housing
and Community Development**

The Jackson Center • 501 North Second Street • Richmond, VA 23219

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VIRGINIA APPALACHIAN REGIONAL COMMISSION PROGRAM AND CONTACT INFORMATION

The Appalachian Regional Commission, or ARC, is an independent Federal agency created through the Appalachian Regional Development Act of 1965. ARC's mission is to be an advocate for and partner with the people of Appalachia to create opportunities for self-sustaining economic development and improved quality of life.

Virginia is one of thirteen states in the ARC region. The Appalachian Regional Commission programs, other than the Highway program, are administered in the Commonwealth of Virginia by the Virginia Department of Housing and Community Development. The Virginia ARC Program is managed by:

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Director
ARC State Alternate

Todd M. Christensen

Deputy Director
ARC Program Manager

Denise H. Ambrose

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In Virginia, twenty-three counties and seven independent cities are eligible for in the ARC program. These localities and their economic stress designation are as follows:

Counties

Alleghany County	<i>Transitional</i>
Bath County	<i>Attainment</i>
Bland County	<i>Transitional</i>
Botetourt County	<i>Attainment</i>
Buchanan County	<i>At Risk</i>
Carroll County	<i>Transitional</i>
Craig County	<i>Transitional</i>
Dickenson County	<i>Distressed</i>
Floyd County	<i>Transitional</i>
Giles County	<i>Transitional</i>
Grayson County	<i>Transitional</i>
Highland County	<i>Transitional</i>
Lee County	<i>At Risk</i>
Montgomery County	<i>Transitional</i>
Pulaski County	<i>Transitional</i>
Rockbridge County	<i>Transitional</i>
Russell County	<i>At Risk</i>
Scott County	<i>At Risk</i>
Smyth County	<i>Transitional</i>
Tazewell County	<i>Transitional</i>
Washington County	<i>Transitional</i>
Wise County	<i>At Risk</i>
Wythe County	<i>Transitional</i>

Cities

City of Bristol	<i>Transitional</i>
City of Buena Vista	<i>Transitional</i>
City of Covington	<i>Transitional</i>
City of Galax	<i>Transitional</i>
City of Lexington	<i>Transitional</i>
City of Norton	<i>At Risk</i>
City of Radford	<i>Transitional</i>

Virginia receives funding from the Appalachian Regional Commission on an annual basis and through special initiatives for distribution in these localities. Virginia prepares a State Strategy on an annual basis which guides its use of ARC funding.

VIRGINIA ARC AREA DEVELOPMENT

Outcome-Based Implementation

Virginia's Annual Strategy Statement identifies the objectives of Virginia's program which are consistent with ARC's strategic goals. The objectives are:

1. Promote regional partnerships that support regional economic development, encourage activities that diversify the economic base, enhance entrepreneurial activities, develop a highly skilled, competitive workforce, and provide training and technical assistance to agents engaged in economic development.
2. Develop a world class work force that is well educated and appropriately trained for the job market, as well as provide adequate health care services throughout the Region.
3. Assist communities to provide and develop an adequate physical infrastructure to support economic development opportunities and improve the quality of life.
4. Expand and upgrade existing roadways in rural communities to allow greater access to resources and opportunities for increased economic growth.

Eligible funding requests must meet the following criteria:

- Are clearly described with achievable performance outcomes

- Applicant has the capacity to implement the project
- Non-ARC resources are in place to leverage the requested funds
- Project will be implemented using a collaborative approach
- The project is sustainable

Implementation Strategy

Approximately \$2,000,000 is expected to be available in this round of funding for ARC Area Development projects. DHCD reserves the option to add additional ARC funds, if available. Final funding figures will be based on Virginia's ARC allocation pending federal budget approval for fiscal year 2009.

Eligible Applicants

Non-profit organizations, educational institutions, Local Development Districts (Planning District Commissions), and state and local governmental entities are eligible to apply for Virginia ARC AD funding. Private organizations or for-profit businesses are not eligible to apply.

Proposal Submission

It is strongly suggested that applicants contact DHCD to discuss the submission of their proposal. This discussion will ensure that the applicant's proposed idea is eligible and will provide insight regarding DHCD's investment philosophy on the proposed project.

An original and four (4) copies of the proposal must be received or postmarked by 5:00 pm on **Wednesday, September 24, 2008**.

Proposals should be submitted to:

**Denise Ambrose
Associate Director
Department of Housing and
Community Development
501 North 2nd Street
Richmond, VA 23219.**

All proposals must contain direct responses to all required items, must be printed in a font size no smaller than 12 point, and must provide well organized information in the form of complete sentences, proper paragraphs, and bulleted lists, charts and tables, where appropriate. Only relevant attachments should be included and these should be organized as requested.

All proposals should be assembled using a binder clip. Please do not assemble proposals using staples, 3-ring notebooks, or other forms of binding. Applications must be assembled in the order that is shown in the RFP guidelines, according to sections. Please do not use tabs when assembling applications.

Pages must be numbered for the entire application (to include attachments, budget forms, and so forth). Pages should be numbered continuously throughout the application; do not restart numbering at the beginning of new sections. For projects with large attachments such as Preliminary Engineering Reports, an applicant may submit three copies of such a document

in lieu of copying for each of the five proposals.

Required Match

All Area Development assistance must be matched dollar for dollar with local (non-Federal, non-State) funding, except in Dickenson County (Distressed) which must provide a 20% match for 80% ARC AD funds.

ARC Resources

Applicants are encouraged to visit the ARC website at: www.arc.gov. This site contains numerous data sets, research reports, and links to other sources of information.

Timetable

DHCD anticipates completion of proposal reviews by late November 2008. Notice of funding decisions should follow in early 2009. All proposals should include performance targeting, outputs, and outcomes. Outcomes which can be achieved within the one year contract should be identified. Additional long-term outcomes may be projected for up to two years beyond ARC AD contract expiration and must be tracked. Proposals should assume the receipt of contracts and initiation of activities by August 2009. The start date should be projected to be no earlier than August 1, 2009.

Planning District Commission Review

Copies proposals must be provided to the local Planning District Commission (Local Development District). This should be submitted to the PDC no later than September 12, 2008. The purpose of this requirement is to keep the PDC informed of potential projects. The PDCs are also available to assist applicants in developing projects. The PDC role is not to accept, reject, or otherwise screen these proposals.

Central Shenandoah PDC

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112 MacTanly Place
Staunton, Virginia 24401
Phone: (540) 885-5174

LENOWISCO PDC

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Cumberland Plateau PDC

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Lebanon, Virginia 24266
Phone: (276) 889-1778

Mount Rogers PDC

Mr. David Barrett
1021 Terrace Drive
Marion, Virginia 24354
Phone: (276) 783-5103

New River Valley PDC

Mr. David Rundgren
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P. O. Box 21
Radford, Virginia 24141
Phone: (540) 639-9313

Roanoke Valley-Alleghany PDC

Mr. Wayne Strickland
P. O. Box 2569
Roanoke, Virginia 24010
Phone: (540) 343-4417

PROPOSAL FORMAT - CONSTRUCTION PROJECTS

All applications must be assembled in the following order. Please use section dividers. All proposals should be assembled using a **binder clip**. Please do not assemble proposals using staples, 3-ring notebooks, or other forms of binding.

Section 1 – Cover Sheet

(See APPENDIX A)

Project Name

Applicant Contact Information

Person Who Prepared this Application

Project Location

Census Tracts Served

Project Funding Summary

DUNS NUMBER

Section 2 – Project Proposal Summary

Using the template provided in **APPENDIX C** please complete the Project Proposal Summary. This is limited to two-pages in length. Outputs/Outcome measures must include ones as appropriate from the listing in

APPENDIX B for the relevant ARC Goal Area.

NOTE: The ARC Summary should be completed exactly as requested since it will be submitted to ARC. If it is completed incorrectly, you will be requested to revise it and this step could hold up the submittal of your project to ARC.

Section 3 – Project Narrative

Project Support of ARC Goals and Virginia's Objectives and Strategies:

Indicate which of the following four ARC Goals the proposed project will address: 1) Economic Development and Job Creation, 2) Health, Education, and Training, 3) Infrastructure, 4) Appalachian Development Highway System. *While projects may address more than one ARC Goal, choose the one that most closely fits your project.*

Further indicate the State Objective (there is one for each goal) to be addressed by the project. List the Strategies by number and write out the full Strategy (do not just provide the number). For example, in a project including extension of a water line to a neighborhood with severely contaminated wells, the ARC Goal

would be Goal 3: Infrastructure, the State Objective would be “Assist communities to provide and develop private investment leading to job creation or retention in distressed counties and that will address serious health/environmental compliance problems.” Consult the draft 2009 Virginia ARC Annual Strategy for additional information on the Goals and Virginia’s Objectives and Strategies.

Project Description and Outputs:

Briefly describe the activities to take place during the life of the proposed project for which you are seeking ARC resources. What is being built, expanded, or rehabilitated and where is it located? What groups of residents are to be assisted and through which programs (and describe each program)? How many jobs will be created or how many persons will receive a new or improved service, such as water service, sewer service, employment, or health care? Describe the work to be accomplished and list project activities in quantifiable terms. [For example: installation of 4,800 linear feet of 10-inch waterline to an industrial park and installation of 150,000-gallon elevated storage tank.] Include work to be done with non-ARC funds as well as with ARC funds.

Output measures must include outputs selected from the list in APPENDIX B. Additional outputs may be listed as well. **Quantifiable figures MUST be used for outputs.** Outputs should be listed using specific and absolute numbers. Percentages may also be used to supplement the application.

All applicants must complete an ARC Project Summary per the guidelines in APPENDIX C and include this Summary in Section #2. Applicants must include Preliminary Engineering Reports and similar documents in Section #4.

Project Outcomes and Challenges / Issues to be Addressed:

Indicate the NEED for the project, specifying both the need for ARC resources as well as the problem(s) the project will address. Describe the challenge, issue, or asset you are seeking funds for and how implementation of this project will address this. In addressing the need for ARC resources, discuss why ARC funding is being sought in lieu of other funding. In addressing project needs, discuss any relevant data derived on plans, studies, statistics, or engineering reports. The sources of such data should be cited (title, date, page numbers). Explain how the proposed project would fill a void in current services or programs. Detail the specific long-term benefits, or outcomes, of this project. Diversification of the local economy and reduction of out-commuting are examples of possible outcomes of a project that includes utility extensions to help an industry locate in a particular market.

Consult **APPENDIX B** for examples of project Outcomes. **Each project must select outcomes noted in APPENDIX B.** Additional outcomes may be listed as well. **Quantifiable figures MUST be used for outcomes.** Outcomes should be listed using specific and absolute

numbers with percentages used to supplement the application.

Performance Targets:

Create a three column table. In column one, provide the sequence of key events and milestones in accomplishing the

project (performance targets), including the identification of project and quantification of project benefits. In column two, provide the projected completion date for each performance target. In column three, indicate the cost that corresponds with that particular milestone. For example:

<u>Performance Target</u>	<u>Completion Date</u>	<u>Cost</u>
1) User agreements and easements acquired	8/09	\$ 5,000
2) Plans and specifications prepared by engineer	10/09	\$ 12,000
3) Project bid, construction water lines	4/10	\$ 235,000
4) 40 households receive water connections	8/10	\$ 8,000

Project Beneficiaries:

Provide the number of persons to be served within two years of project completion and provide a discussion of the methodology used to derive this number. **Provide attachments in support of these beneficiary claims in this section.** As this number is used in scoring ARC proposals, DHCD reserves the right to make adjustments to claimed numbers or ask for supplemental information.

Relation to Other Local / Regional Activities:

Discuss how this project is related to other local / regional initiatives. Describe how the project meets priorities of local or regional economic development plans. Detail efforts to coordinate with other ongoing activities.

Project Location:

Indicate which locality (or localities) covered by project benefits and, where

possible, the specific location to be impacted by the project as defined by place name, boundaries, building, or other features. Provide a description of either the: (A) Geographic area for services and benefits where clients are in relatively close proximity, or (B) Client service area when residency may be scattered over a wide area. Indicate if the county in which the project is located is an ARC Distressed County. The Virginia County with this status is Dickenson. Maps are required attachments for construction projects. **Include all relevant maps in Section #3.**

Census Tract Information:

Provide map of project service area with census information overlaid or provide list of all census tracts in service area. Census information should be from the 2000 Census. If your project only serves part of a Transitional or Competitive County, be very clear about which census tracts are included. ARC tracks activities and benefits in “areas of

distress” within Transitional and Competitive Counties. These are determined by census tracts.

Maps:

For all projects, provide a map within at least a 10-mile radius, clearly showing roads or appropriate service area; and for projects providing site improvements, a site map showing proposed improvements, including affected or proposed buildings or facilities, water and sewer lines, water storage tanks, treatment plants, drainage improvements, access roads, location of assisted industry(ies) on site plan, etc.

ALL maps should be LEGIBLE and contain a scale which is clearly marked on the map.

Leveraged Private Investment:

Identify private sector commitments that follow as a result of the completion of this project. Estimates for the leveraged private investment and associated job impacts for a three-year period following the completion of this project should be included. Letters of commitments by private companies should be included. Leveraged private investment should not be confused with any direct private contribution to the ARC supported project funding (any funds that are actually a part of the project cost).

For example: Amount of private funds invested in relocation to the project area / region by Business X due to the installation of and access to telecommunications / fiber optics.

Readiness:

Explain how this project is ready to proceed. Why is now the appropriate time to undertake this effort? (Note: Projects should be approved by ARC by August of 2009.) The start date should be projected to be no earlier than August 1, 2009. What steps have been taken to get the applicant and its proposed beneficiaries ready for this project? If applicable, are user agreements, business and operational plans, partnership agreements, property acquisition, etc... in place? Is there an appropriate level of energy and degree of will among the organization and its partners to see this effort through to completion?

Capacity:

Provide the names and profiles of the individuals who will be responsible for delivering the project's services or carrying out implementation. Provide the name and profile of the individual with the most project responsibility first, followed by information on the person with the next highest level of responsibility, and continue in this order until all relevant individuals have been identified. Identify the skills, knowledge, and attributes each individual possesses and the value these provide to the overall project effort. Provide information, where applicable, on how the different attributes of the different individuals may be complementary. Identify any roles which have not yet been filled.

Sustainability:

Discuss the plans for the continuation of the project following initial ARC funding. If the project is part of a phased development effort, indicate future sources of funding, including the

current state of commitment, and strategies for achieving the total development effort. If the project is not part of a phased development effort, indicate how activities will be continued into the future, identify key participants, and describe the process that will be used to achieve long-term sustainability, especially financial sustainability. If this project is a one-time construction project, such as a workforce training center, discuss the sources of revenues that will support the long-term operation, maintenance, and debt service (if applicable) of the new project. Operational plans, staffing and business plans, and other documentation that

demonstrates the long-term viability must be included.

Letters of Benefit Commitment:

Include letters and other documentation in support of the beneficiary levels claimed in the text of the RFP response. For example, a letter from an enterprise committing a specific number of jobs and investment over a specified time period OR documentation summarizing survey information detailing the number of people who will benefit from a water line extension or other improvement.

Section 4 – Budget Information

Cost Summary:

Enter the amount of resources to be included in this project, preferably in simple table form. Up to \$500,000 per project is available for construction projects. Specify the amounts for each of the following categories and the percentage of the total project cost each represents:

- **ARC,**
- **Local/Applicant,**
- **Other Federal, State, Private , and**
- **Non-Profit/Other.**

In this table, add the amounts in these categories to develop a Total figure and add the percentages to arrive at 100%. THESE AMOUNTS, SOURCES, AND PERCENTAGES SHOULD BE IDENTICAL TO THOSE LISTED IN OTHER SECTIONS OF THE RFP RESPONSE. A sample table follows:

<u>Source</u>	<u>Amount</u>	<u>Percentage</u>
ARC	\$ 400,000	40%
Local/Applicant	\$ 150,000	15%
Other Federal	\$ 350,000	35%
<u>Private</u>	<u>\$ 100,000</u>	<u>10%</u>
TOTAL	\$1,000,000	100%

Alternatives for ARC Funding

Discuss the rationale for seeking ARC funding for the proposed project in lieu of other resources. What other funding alternatives exist? How would these alternatives impact the financial feasibility of this project and accessibility to the intended beneficiaries?

Status of Other Funds:

Indicate the current status of all non-ARC funds to be used on the project. List the general categories from **Cost Summary** (above) and the specific funding sources under these categories. **SPECIFY THE AMOUNT ANTICIPATED FROM EACH SPECIFIC SOURCE.** Provide information, where applicable, on the project's position within the funding cycles of each source, the anticipated timing for release of each source of funding, the level of funding commitment received to date (firm; not contingent on future approval), and adequate, specific supporting documentation (recent letters, contracts, or resolutions). **Letters of commitment and other documentation of other funding should be included in this section.**

Project Budget:

Using the Construction budget forms from Appendix D as a guide, construct a project budget. The budget should show the costs, relative to each funding source, of each activity and activity component (engineering, construction, and so on). Budgets for equipment projects must include a list of the equipment and cost by item. Include budget as page in proposal.

Derivation of Costs / Budget Narrative:

Detail the methodology used to determine each amount listed in the project budget. List each activity and activity component, their related cost estimates, and the quantities, line items, and/or unit costs which provide the basis for these estimates. Identify the information sources and/or methodologies used to generate these cost estimates and give the dates that the estimates were developed.

Documentation from these information sources in support of the cost estimates should be included. Costs will be reviewed for reasonableness. If there are site conditions or other factors exerting upward pressure on your costs, please explain.

An example of this derivation follows:

<u>Activity</u>	<u>Total Costs</u>	<u>ARC Amount</u>	<u>Source Date</u>
<u>Sewer</u>			
1) 9,000 L.F. of 8" gravity sewer line @ \$50/L.F	\$450,000	\$225,000	PER 6/1/08
2) 5,000 L.F. of 2 " force main @ \$16/L.F.	\$80,000	\$ 40,000	PER 6/1/08
3) 4,175 L.F. of 6" service laterals @ \$20/L.F.	\$83,500	\$0	PER 6/1/08
4) 2 pump stations @ \$30,000 ea.	\$60,000	\$30,000	PER 7/1/08

Proposed Basic Federal Administering Agency and Approval Status:

All construction projects must have a Basic Agency identified to administer the grant. Identify the proposed Basic Federal Administering Agency and the status of that agency's approval of this project, specifically whether a pre-application or application was submitted and whether that application was approved. Contact DHCD if you need help in identifying the Basic Agency.

If there is any additional pertinent status information, disclose it here.

Applicants must provide a copy of their proposal to the local Planning District Commission, and proof that it was provided must be included in the proposal. Applicants should also coordinate the development of project with the PDC early in the process.

Letters of Non-ARC Funding Commitment:

Letters or other documentation should be submitted to show a clear level of commitment of non-ARC resources from the entities responsible for providing such funding. If such commitment is contingent on board approval, then a copy of the resolution from the board should be included. If funding has not yet been awarded, list status of application/negotiations and projected date of award receipt.

Cost Documentation/ Preliminary Engineering Report:

Include excerpts and analyses from appropriate sources for cost information, such as Preliminary Engineering Reports, Preliminary Architectural Studies, etc. In absence of formal PER's or other such reports, provide documentation such as a breakout of the

costs for improvements listed on engineering firm letterhead. Similar documentation is appropriate, provided it originates from other reputable, objective, and independent sources.

Submittal to Planning District Commission:

Copies of Virginia ARC AD Proposals must be provided to the local Planning

District Commission (Local Development District). **This should be submitted to the PDC no later than September 12, 2008.** The purpose of this requirement is to keep the PDC informed of potential projects. The PDC's are also available to assist applicants in developing projects. The PDC role is not to accept, reject, or otherwise screen these proposals.

PROPOSAL FORMAT - NON-CONSTRUCTION PROJECTS

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Section 1 – Cover Sheet

(See APPENDIX A)

Project Name

Applicant Contact Information

Person Who Prepared this Application

Project Location

Census Tracts Served

Project Funding Summary

DUNS NUMBER

Section 2 – Project Proposal Summary

Using the template provided in APPENDIX C, please complete the Project Proposal Summary. This is limited to two-pages in length.

Outputs/Outcome measures must include ones as appropriate from the listing in APPENDIX B for the relevant ARC Goal Area.

NOTE: The ARC Summary should be completed exactly as requested since it will be submitted to ARC. If it is completed incorrectly, you will be requested to revise it and this step could hold up the submittal of your project to ARC.

Section 3 – Project Narrative

Project Support of ARC Goals and Virginia's Objectives and Strategies:

Indicate which of the following four ARC Goals the proposed project will address: 1) Economic Development and Job Creation, 2) Health, Education, and Training, 3) Infrastructure, 4) Appalachian Development Highway System. *While projects may address more than one ARC Goal, choose the one that most closely fits your project.*

Further indicate the State Objective (there is one for each goal) to be addressed by the project. List the Strategies by number and write out the full Strategy (do not just provide the

number). For example, in a project including creation of a workforce training program for a needed degree program, the ARC Goal would be Goal 2: Health, Education, and Training, and the State Objective would be “2.6 Implement work force readiness programs that will ensure students are given the necessary skills to enable them to find and hold jobs.” Consult the draft 2009 Virginia ARC Annual Strategy for additional information on the Goals and Virginia’s Objectives and Strategies.

Project Description and Outputs:

Briefly describe the activities to take place during the life of the proposed project for which you are seeking ARC resources. What is being built, expanded, or rehabilitated and where is it located? What groups of residents are to be assisted and through which programs (and describe each program)? How many jobs will be created or how many persons will receive a new or improved service, such as water service, sewer service, employment, or health care? Describe the work to be accomplished in concise layman's terms and list project activities in quantifiable terms. (For example: provision of at least 4 classroom and 4 individualized follow-up training sessions in business development to approximately 20 entrepreneurs). Include services or equipment to be provided with non-ARC funds as well as with ARC funds. Consult **APPENDIX B** for examples of project outputs.

Output measures must include outputs selected from the list in Appendix B. Additional outputs may be listed as well. **Quantifiable figures**

MUST be used for outputs. Outputs should be listed using specific and absolute numbers. Percentages may also be used to supplement the application.

All applicants must complete an ARC Project Summary per the guidelines in Appendix C and include this summary in Section #2.

Project Outcomes and Challenges / Issues to be Addressed:

Indicate the NEED for the project, specifying both the need for ARC resources as well as the problem(s) the project will address. Describe the challenge, issue, or asset you are seeking funds for and how implementation of this project will address this. In addressing the need for ARC resources, discuss why ARC funding is being sought in lieu of other funding. In addressing project needs, discuss any relevant data derived on plans, studies, statistics, or engineering reports. The sources of such data should be cited (title, date, page numbers). Explain how the proposed project would fill a void in current services or programs. Detail the specific long-term benefits, or outcomes, of this project. Diversification of the local economy and reduction of out-commuting are examples of possible outcomes of a project that includes utility extensions to help an industry locate in a particular market.

Consult Appendix B for examples of project Outcomes. **Each project must select outcomes noted in Appendix B.** Additional outcomes may be listed as well. **Quantifiable figures MUST be**

used for outcomes. Outcomes should be listed using specific and absolute numbers with percentages used to supplement the application.

Performance Targets:

Create a two column table. In column one, provide the sequence of key events

and milestones in accomplishing the project (performance targets), including the identification of project and quantification of project benefits. In column two, indicate the cost that corresponds with that particular milestone. For example:

<u>Performance Target</u>	<u>Completion Date</u>	<u>Cost</u>
1) Provision of job skills training to 40 students	8/09	\$ 10,000
2) Graduation of 35 students from training	11/09	\$ 10,000
3) Intensive job searches initiated by 30 students	12/09	\$ 5,000
4) Employment taken by 20 students	3/10	\$ 10,000

Project Beneficiaries:

Provide the number of persons to be served within three years of project completion and provide a discussion of the methodology used to derive this number. **Provide attachments in support of these beneficiary claims.** As this number is used in scoring ARC proposals, DHCD reserves the right to make adjustments to claimed numbers or ask for supplemental information.

possible, the specific location to be impacted by the project as defined by place name, boundaries, building, or other features. Provide a description of either: (a) the geographic area for services and benefits where clients are in relatively close proximity, or (b) the client service area when residency may be scattered over a wide area. Indicate if the county in which the project is located is an ARC Distressed County. The only Virginia county with this status is Dickenson. **Include all relevant maps in Section #3.**

Relation to Other Local /

Regional Activities:

Discuss how this project is related to other local / regional activities. Describe how the project meets priorities of local or regional economic development plans. Detail efforts to coordinate with other ongoing activities.

Census Tract Information:

Provide map of project service area with census information overlaid or provide list of all census tracts in service area. Census information should be from the 2000 Census. If your project only serves part of a Transitional or Competitive County, be very clear about which census tracts are included. ARC tracks activities and benefits in “areas of distress” within Transitional and

Project Location:

Indicate which locality (or localities) covered by project benefits and, where

Competitive Counties. These are determined by census tracts.

Maps:

For all projects, provide a map within at least a 10-mile radius, clearly showing roads or appropriate service area; and for projects providing site improvements, a site map showing proposed improvements, including affected or proposed buildings or facilities, water and sewer lines, water storage tanks, treatment plants, drainage improvements, access roads, location of assisted industry(ies) on site plan, etc.

ALL maps should be LEGIBLE and contain a scale which is clearly marked on the map.

Leveraged Private Investment:

Identify private sector commitments that follow as a result of the completion of this project. Estimates for the leveraged private investment and associated job impacts for a three-year period following the completion of this project should be included. Letters of commitments by private companies should be included. Leveraged private investment should not be confused with any direct private contribution to the ARC supported project funding (any funds that are actually a part of the project cost).

For example: Amount of private funds invested in relocation to the project area / region by Business X due to the installation of and access to telecommunications / fiber optics.

Readiness:

Explain how this project is ready to proceed. Why is now the appropriate time to undertake this effort? (Note: Projects should be approved by ARC by August of 2009.) The start date should be projected to be no earlier than August 1, 2009. What steps have been taken to get the applicant and its proposed beneficiaries ready for this project? What is the level of energy and degree of will among the organization and its partners to see this effort through?

Staffing Plan and Agency

Credentials:

Provide the names and profiles of the individuals whom will be responsible for delivering the project's services. Provide the name and profile of the individual with the most project responsibility first, followed by information on the person with the next highest level of responsibility, and continue in this order until all relevant individuals have been identified. Identify the skills, knowledge, and attributes each individual possesses and the value these provide to the overall project effort. Provide information, where applicable, on how the different attributes of the different individuals may be complementary. Identify any roles which have not yet been filled.

Discuss the implementing organization's ability to carry out the project effectively. Provide the name, description, performance targets, and outcome of two of the most similar and recent projects implemented by this organization. Provide a statement of the other business conducted by this organization and the relationship of this project to this other business. Provide a

listing of the other high priority projects currently being undertaken (with projected outcomes and project cost) and show where THIS project will be prioritized. Identify any non-financial resources to be committed by this organization to achieve this project's outcomes.

Identify those individuals and organizations, including names and telephone numbers, which have committed to support this project. Provide information on the type and level of support provided and the value of this support to the overall project. Identify any individuals expressing an interest in participating as a project beneficiary, providing, also, their names and telephone numbers. **Include any letters from these individuals and entities.**

Sustainability:

Discuss the plans for continuation of the project following initial ARC funding. If the project is part of a phased effort, indicate future sources of funding, including the current levels of commitment, and strategies for achieving completion of all phases. For all projects, describe the process to be used to ensure long-term sustainability, especially financial sustainability.

Letters of Benefit and Support Commitment:

Include letters and other documentation which provide confirmation that the project will benefit the number of individuals it is targeting. Applicants are strongly encouraged to solicit letters from proposed beneficiaries. Letters from potential project partners should be included as evidence of additional project support.

Section 4 – Budget Information

Cost Summary:

Enter the amount of resources to be included in this project, preferably in simple table form. Up to \$100,000 per project is available for non-construction projects. Specify the amounts for each of the following categories and the percentage of the total project cost each represents: **ARC, Local/Applicant, Other Federal, State, Private, and Non-Profit/Other.** In this table, add the amounts in these categories to develop a Total figure and add the percentages to arrive at 100%. **THESE AMOUNTS, SOURCES, AND PERCENTAGES SHOULD BE IDENTICAL TO THOSE LISTED IN OTHER SECTIONS OF THE RFP RESPONSE.** A sample table is as follows:

<u>Source</u>	<u>Amount</u>	<u>Percentage</u>
ARC	\$ 40,000	40%
Local/Applicant	\$ 15,000	15%
Other Federal	\$ 35,000	35%
<u>Private</u>	<u>\$ 10,000</u>	<u>10%</u>
TOTAL	\$ 100,000	100%

Status of Other Funds:

Indicate the current status of all non-ARC funds to be used on the project. List the general categories from **Cost Summary** (above) and the specific funding sources under these categories. **SPECIFY THE AMOUNT ANTICIPATED FROM EACH SPECIFIC SOURCE.** Provide information, where applicable, on the project's position within the funding cycles of each source, the anticipated timing for release of each source of funding, the level of funding commitment received to date (firm; not contingent on future approval), and adequate, specific supporting documentation (recent letters, contracts, or resolutions). **Letters of commitment and other documentation of other funding should be included in this section.**

Alternatives for ARC Funding

Discuss the rationale for seeking ARC funding for the proposed project in lieu of other resources. What other funding alternatives exist? How would these alternatives impact the financial feasibility of this project and accessibility to the intended beneficiaries?

Project Budget:

Using the Non-Construction budget form from Appendix D as a guide, construct a project budget. The budget should show the costs, relative to each funding source, of each activity and activity component (i.e., salaries, fringes, and so on). Budgets for equipment projects must include a list of the equipment and cost by item. Include budget as page in proposal.

Derivation of Costs / Budget Narrative:

Detail the methodology used to determine each amount listed in the project budget. List each activity and activity component, their related cost estimates, and those unit costs or otherwise which provide the basis for these estimates. Identify the information sources and/or methodologies used to generate these cost estimates and give the dates that the estimates were developed. **Documentation from these information sources in support of the cost estimates should be included.**

Costs will be reviewed for reasonableness. Please explain any conditions that exert upward pressure on your costs.

An example of this derivation follows:

<u>Activity</u>	<u>Total Costs</u>	<u>ARC Amount</u>	<u>Source</u>	<u>Date</u>
<i>Solicitation of Participants</i>	<i>\$ 50,000</i>	<i>\$ 25,000</i>	<i>Comm Coll Staff</i>	<i>8/6/09</i>
<i>Provision of Training</i>	<i>\$ 20,000</i>	<i>\$ 10,000</i>	<i>TRC Consultants</i>	<i>9/6/09</i>
<i>Evaluation of Performance</i>	<i>\$ 5,000</i>	<i>\$ 2,500</i>	<i>Comm Coll Staff</i>	<i>9/6/09</i>
<i>Technical Assistance</i>	<i>\$10,000</i>	<i>\$ 5,000</i>	<i>SBDC</i>	<i>9/6/09</i>

***Proposed Basic Federal
Administering Agency and
Approval Status:***

For non-construction projects this shall be ARC. Applicants must provide a copy of their proposal to the local Planning District Commission, and proof that it was provided must be included.

***Letters of Non-ARC Funding
Commitment:***

Letters or other documentation should be submitted to show a clear level of commitment of non-ARC resources from the entities responsible for providing such funding. If such commitment is contingent on board approval, then a copy of the resolution from the board should be included. If funding has not yet been awarded, list status of application/negotiations and projected date of award receipt.

Cost Documentation:

Include excerpts and analyses from appropriate sources for cost information. Where possible, include cost documentation which originates from reputable, objective, and independent sources.

***Submittal to Planning District
Commission:***

Copies of Virginia ARC ABDI
Proposals must be provided to the local Planning District Commission (Local Development District). **This should be submitted to the PDC no later than September 12, 2008.** The purpose of this requirement is to keep the PDC informed of potential projects. The PDCs are also available to assist applicants in developing projects. The PDC role is not to accept, reject, or otherwise screen these proposals.

APPENDIX A – COVER SHEET

Project Name: _____

Applicant Contact Information:

Locality/Organization Name: _____

Address _____

Phone/FAX Numbers: _____

Contact Person: _____

Title: _____

Phone/Fax Numbers of Contact: _____

E-mail Address: _____

Person Who Prepared this Application:

Name: _____

Address: _____

Phone/FAX Numbers: _____

E-mail Address: _____

Project Location: (specify County(ies)/City(ies))

Census Tracts Served by this Project:

Project Funding Summary:

Source

Amount

Percentage

Total:

DUNS Number: _____

APPENDIX B – SAMPLE OUTPUTS/OUTCOMES

Goal 1 – Economy

Measures:

ENTREPRENEURSHIP/BUSINESS INCUBATOR

Output Measurement – number of

- ☐ *participants*
- ☐ *businesses served / assisted (existing and new)*

Outcome Measurement – number of

- ☐ *new businesses created or graduated*
- ☐ *jobs created*
- ☐ *jobs retained*
- ☐ *Leveraged Private Investment*
- ☐ *participants with improved skills or completed program (such as course with certified skills)*

EXPORT

Output Measurement – number of

- ☐ *participants*

Outcome Measurement – increase in

- ☐ *export dollars*

HIGH VALUE, HIGH WAGE EMPLOYMENT OPPORTUNITIES

Output Measurement – number of

- ☐ *new/revised strategic plans*

Outcome Measurement – number of

- ☐ *jobs created*
- ☐ *jobs retained*

TELECOMMUNICATIONS

Output Measurement – number of

- ☐ *participants*
- ☐ *businesses hooking on*

Outcome Measurement – number of

- ☐ *new telecommunications sites serving 50 clients per week offering telehealth, distance learning, governmental or business applications*
- ☐ *number of trainees with improved skills*
- ☐ *miles of infrastructure or new technology deployed*

TOURISM DEVELOPMENT

Output Measurement – number of

- ☐ *businesses assisted*

Outcome Measurement – number of

- ☐ *jobs created*
- ☐ *Leveraged Private Investment*
- ☐ *“new” tourists*
- ☐ *revenue generated*

Goal 2 – Health and Educations

Measures:

WORKERS receiving *basic education, skills training, skills upgrading or customized training.*

Output Measurement – number of workers

- ☐ *participating in skills training activity*

Outcome Measurement – number of workers

- ☐ *obtained employment*
- ☐ *retained employment*

STUDENTS participating in *school readiness, dropout prevention, school-to-work transition and GED* programs.

Output Measurement – number of students

- ☐ *participating in educational activity*

Outcome Measurement – number of students

- ☐ *obtained a GED (within 1 year)*
- ☐ *graduated from high school (at-risk dropouts)*
- ☐ *completed a school readiness activity and tested on grade level entering kindergarten*
- ☐ *entered college after high school (within 1 year)*
- ☐ *entered workforce after participating in school-to-work program (within 1 year) (school/college students)*

TELECOMMUNICATIONS

Output Measurement – number of

- ☐ *students*
- ☐ *workers*

Outcome Measurement – number of

- ☐ *new telecommunications sites serving workers/students per week*

HEALTH CARE PROFESSIONALS RECRUITMENT

Output Measurement – number of

- ☐ *health care professionals recruited*
- ☐ *annual patient office visits*

Outcome Measurement – number of

- ☐ *patients with improved health care*

INTEGRATED HEALTH CARE DELIVERY

Output Measurement – number of

- ☐ *participants*

Outcome Measurement – number of

- ☐ *participants with improved health*

Goal 3 - Infrastructure

Measures:

WASTE/SEWER/WASTE DISPOSAL SYSTEM

Output Measurement – number of

- ☐ *linear feet*
- ☐ *businesses served*
- ☐ *increase in capacity or storage*

Outcome Measurement – number of

- ☐ *households served (new)*
- ☐ *jobs created*
- ☐ *jobs retained*
- ☐ *Leveraged Private Investment*

INDUSTRIAL PARK/COMMUNITY REVITALIZATION

Output Measurement – number of

- ☐ *Linear feet installed*
- ☐ *businesses served*
- ☐ *housing units*

Outcome Measurement – number of

- ☐ *jobs created*
- ☐ *jobs retained*
- ☐ *housing units*
- ☐ *Leveraged Private Investment*

TELECOMMUNICATIONS

Output Measurement – number of

- ☐ *participants*
- ☐ *businesses served*
- ☐ *jobs created / retained*

Outcome Measurement – number of

- ☐ *new telecommunications sites offering tele-health, distance learning, governmental or business applications*
- ☐ *Leveraged Private Investment*

Goal 4 – ADHS System

Measures:

ADHS CORRIDOR DEVELOPMENT

Output Measurement – number of

- ☐ *new revised strategic plans*

Outcome Measurement – number of

- ☐ *jobs created*
- ☐ *jobs retained*

APPENDIX C – PROJECT SUMMARY FORMAT

(2 page maximum)

Project Title: Title of the Project

Project Grantee: Provide name, address, and contact information, including email.

County(ies) to be Served: List each county and its designation (e.g. transitional, distressed, etc.)

List the Distressed Area Census Tracts – Use the *County Economic Status and Distressed Area* report in your packet

Basic Agency: Not required for non-construction projects

Goal/Strategy: Identify the primary ARC Goal and State Objective which the project will address. Specify the State Strategies by number

Purpose: 1-2 sentence statement describing overall purpose of proposed project

Funding:	<u>Amount</u>	<u>% age</u>	<u>Source</u>
ARC	\$200,000	36 %	ARC AD
Federal	200,000	36 %	RD Grant
State	100,000	18 %	CDBG
Local	50,000	9 %	RD Loan
Local	10,000	1 %	Grantee
Total	\$560,000	100 %	

Description: Description of major activities to be conducted under grant proposal. The description should address who, what, where, when and how for each major activity.

Rationale:

- Critical circumstances that compel project to be funded
- Local, regional and/or state need for project
- Problems and/or issues that project will alleviate
- Why this project is a good investment of ARC funds and why the ARC funds are necessary

Benefit:

- Results and accomplishments to be derived from project
- Other non-quantifiable benefits (e.g. new partnerships, improved standard of living, etc.)

Output/Outcome:

- Identify output and outcome measurements (as defined by ARC, see Appendix B)
- Identify Outcomes of this proposal (as defined by ARC, see Appendix B)

Leveraged Private Investment:

- Identify anticipated private sector commitments (with associated dollar amounts) and associated job impacts that follow as a result of this project for a three-year period following completion of the project. *Does not apply to Planning Projects.*

APPENDIX D - CONSTRUCTION AND Non- CONSTRUCTION BUDGET FORMS

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$.00	\$.00	\$.00
2. Land, structures, rights-of-way, appraisals, etc.	\$.00	\$.00	\$.00
3. Relocation expenses and payments	\$.00	\$.00	\$.00
4. Architectural and engineering fees	\$.00	\$.00	\$.00
5. Other architectural and engineering fees	\$.00	\$.00	\$.00
6. Project inspection fees	\$.00	\$.00	\$.00
7. Site work	\$.00	\$.00	\$.00
8. Demolition and removal	\$.00	\$.00	\$.00
9. Construction	\$.00	\$.00	\$.00
10. Equipment	\$.00	\$.00	\$.00
11. Miscellaneous	\$.00	\$.00	\$.00
12. SUBTOTAL (sum of lines 1-11)	\$.00	\$.00	\$.00
13. Contingencies	\$.00	\$.00	\$.00
14. SUBTOTAL	\$.00	\$.00	\$.00
15. Project (program) income	\$.00	\$.00	\$.00
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$.00	\$.00	\$.00
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X _____%		\$.00

INSTRUCTIONS FOR THE SF-424C

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0041), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This sheet is to be used for the following types of applications: (1) "New" (means a new [previously unfunded] assistance award); (2) "Continuation" (means funding in a succeeding budget period which stemmed from a prior agreement to fund); and (3) "Revised" (means any changes in the Federal Government's financial obligations or contingent liability from an existing obligation). If there is no change in the award amount, there is no need to complete this form. Certain Federal agencies may require only an explanatory letter to effect minor (no cost) changes. If you have questions, please contact the Federal agency.

Column a. - If this is an application for a "New" project, enter the total estimated cost of each of the items listed on lines 1 through 16 (as applicable) under "COST CLASSIFICATION."

If this application entails a change to an existing award, enter the eligible amounts *approved under the previous award* for the items under "COST CLASSIFICATION."

Column b. - If this is an application for a "New" project, enter that portion of the cost of each item in Column a. which is *not* allowable for Federal assistance. Contact the Federal agency for assistance in determining the allowability of specific costs.

If this application entails a change to an existing award, enter the adjustment [+ or (-)] to the previously approved costs (from column a.) reflected in this application.

Column. - This is the net of lines 1 through 16 in columns "a." and "b."

Line 1 - Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchases of land which is allowable for Federal participation and certain services in support of construction of the project.

Line 2 - Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

Line 3 - Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.

Line 4 - Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line 5 - Enter estimated engineering costs, such as surveys, tests, soil borings, etc.

Line 6 - Enter estimated engineering inspection costs.

Line 7 - Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.

Line 9 - Enter estimated cost of the construction contract.

Line 10 - Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.

Line 11 - Enter estimated miscellaneous costs.

Line 12 - Total of items 1 through 11.

Line 13 - Enter estimated contingency costs. (Consult the Federal agency for the percentage of the estimated construction cost to use.)

Line 14 - Enter the total of lines 12 and 13.

Line 15 - Enter estimated program income to be earned during the grant period, e.g., salvaged materials, etc.

Line 16 - Subtract line 15 from line 14.

Line 17 - This block is for the computation of the Federal share. Multiply the total allowable project costs from line 16, column "c." by the Federal percentage share (this may be up to 100 percent; consult Federal agency for Federal percentage share) and enter the product on line 17.